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Secretariat

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ADMINISTRATIVE INSTRUCTION

To: Members of the staff

From: The Under-Secretary-General for Administration and Management

Subject: PROCEDURES OF THE SENIOR REVIEW GROUP FOR THE FILLING OF POSTS AT THE DIRECTOR (D-2) AND HIGHER LEVELS*

1. By Secretary-General's bulletin SG/SGB/266 of 5 November 1993, staff members were informed of the decision to modify the terms and composition of the previous Senior Review Group and to establish a new Senior Review Group to make recommendations to the Secretary-General concerning the filling of vacancies at the Director (D-2) and higher levels. The Group would develop its own guidelines and procedures.

2. The purpose of the present instruction is to inform staff of the procedures adopted by the Group with respect to vacancies at the Director (D-2) level.

3. In principle, prior to the submission of any recommendation for an appointment or promotion to the D-2 level, the head of the department or office concerned will request that the Office of Human Resources Management circulate a vacancy announcement for the post. Depending on the circumstances of the case, the head of the department or office concerned, in consultation with the Director of Personnel, may decide to advertise the vacancy internally only, or both internally and externally. In exceptional circumstances, however, the Senior Review Group may decide not to advertise a post. After initial screening by the Office of Human Resources Management to establish basic eligibility, applications received by that Office will be forwarded to the head of the department or office concerned for evaluation.

* Personnel Manual index No. 4101.

4. After reviewing the applications, the head of the department or office will forward a recommendation to the Director of Personnel, who will present it to the Senior Review Group. It will be the responsibility of the Group to ensure that all qualified candidates are given due consideration.

5. If a vacancy announcement has initially been circulated internally only and the Group concludes that there is no internal candidate fully qualified for the post, the Group may recommend that the post be advertised externally.

6. The head of the department or office concerned will be invited to make a written or oral presentation to the Group. Heads of offices away from Headquarters will be invited to transmit in writing to the Group any additional information or views that they may consider relevant to their recommendations.

7. After deliberation, the Senior Review Group will prepare a short list of all fully qualified candidates in ranking order and submit it to the Secretary-General for final decision. Should the names put forward by the Review Group not include the candidate recommended by the department or office concerned, the recommendations of the Group, together with the views of the head of the department or office, will be forwarded to the Secretary-General for a decision.

8. It should be noted that this procedure will in no way detract from the discretion of the Secretary-General as regards appointment to posts at the D-2 level.

9. The Secretary-General, at his discretion, may request the Group to review candidatures for senior management positions at levels higher than D-2.

10. This procedure will be effective immediately.